



# 2017 ERIE COUNTY CULTURAL FUNDING APPLICATION LONG FORM

## SECTION 1

### PART 1 – GENERAL INFORMATION

Legal Name of Organization			
Mailing Address			
City, State, Zip Code			
Website Address			
Executive Director, Manager, or Volunteer Contact			
Name, Title			
Phone Number		Email Address	
Person who Prepared Application			
Name, Title			
Phone Number		Email Address	
Board Chairperson			
Name			
Mailing Address, City, State, Zip Code			
Phone Number		Email Address	
Applicant's Financial Contact Person			
Name, Title			
Phone Number		Email Address	
Federal Tax Identification No.			
Year 501c3 Status Received		<i>Define Fiscal Year</i>	

### PART 2 – FUNDING REQUEST

Amount of 2017 Erie County Cultural Funding Request	
Amount of 2016 Erie County Cultural Funding Received	
Total Amount of Applicant's 2016 Operating Expenses (Not Capital)	
2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital)	
Purpose of 2017 Funding Request	

### PART 3 – APPLICANT DATA SUMMARY

	Previous FY Actual	Current Budget	Current FY to Date
Total Operating Revenues (Part 6, Line 23)			
Earned (Part 6, Line 9)			
Contributed Total (Part 6, Line 13 + Line 22)			
Individual (Part 6, Line 10)			
Corporate (Part 6, Line 11)			
Foundation (Part 6, Line 12)			
Public (Part 6, Line 22)			
Total Operating Expenses ( <i>Not Capital</i> ) (Part 6, Line 57)			
Number of Employees			
Full-Time			

Part-Time			
Number of <b>VOTING</b> Board Members			
Number of <b>ACTIVE</b> Volunteers			
Total Attendance			
Paid Attendance			
Unpaid Attendance			
Virtual Attendance			

#### PART 4 – DOCUMENT UPDATE INFORMATION

Year bylaws were last updated		Are bylaws in compliance with NYS Non-Profit Revitalization Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Year Strategic Plan was last updated			
Year Conflict of Interest Policy was last updated			
Year Whistleblower Policy was last updated			

#### PART 5 – BOARD OF DIRECTORS DETAIL

Do your Board Members have term limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is the length of one term?	
How many consecutive terms are permitted?			
What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws?			
Number of Board meetings held in FY 2015?		Number of Board meetings with quorum present FY 2015?	
Number of Conflict of Interest forms collected and in force?			
Does this organization expect Board Members to make an annual financial contribution? (not membership)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How many Board Members made a financial contribution in the most recently completed fiscal year?			
What percentage of the Board made a financial contribution?			%

#### List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

#	Board Member First & Last Name	Year Elected	Term Ends in:	Officer position <sup>1</sup>	Years served as officer	Independent? <sup>2</sup>	
						Yes	No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

If more space is needed, a form extension can be found at [erie.gov/culturalfunding](http://erie.gov/culturalfunding).

<sup>1</sup> Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.

<sup>2</sup> Definition of board member independence can be found at <http://www2.erie.gov/environment/index.php?q=IndependentDirectors>.

**PART 6 – DOCUMENTATION OF FISCAL ACCOUNTABILITY***Please complete according to your organization's fiscal year, rather than calendar year.***Does your organization have an accumulated operating (choose one):**☐ **Surplus =**☐ **Deficit =***(Do not include endowment/capital funds)*

\$

\$

<b>REVENUE</b> <i>(FULL FISCAL YEARS) (total in line 23)</i>	<b>FY 2014</b> Actual	<b>FY 2015</b> Actual	<b>FY 2016</b> Budget	<b>FY 2016</b> Actual YTD	<b>FY 2017</b> Projected
<b>Earned Income</b>					
1. Admissions					
2. Memberships					
3. Fundraising events (gross)					
4. Tuition (workshops)					
5. Contracted services					
6. Facility Rental					
7. Proceeds: Goods Sales					
8. Remaining/Other (specify):					
a.					
b.					
<b>9. Total Earned Income</b>					
<b>Private Contributions</b>					
10. Individual Donations					
11. Corporate Support – See Attach. J					
12. Foundation Support – See Attach. J					
<b>13. Total Private Contributions</b>					
<b>Public Funding</b>					
14. National Endowment for the Arts					
15. Other Federal					
a.					
b.					
16. NYSCA					
17. NYSCA Decentralization Regrant					
18. Other State					
a.					
b.					
19. Municipal Funding					
20. Erie County Cultural Funding					
21. Erie County – Other					
<b>22. Total Public Funding</b>					
<b>23. TOTAL REVENUE</b>					

<b>EXPENSES</b> <i>(total in line 57)</i>	<b>FY 2014</b> Actual	<b>FY 2015</b> Actual	<b>FY 2016</b> Budget	<b>FY 2016</b> Actual YTD	<b>FY 2017</b> Projected
<b>Personnel Salaries and Fees (including benefits)</b>					
24. Administrative					
25. Artistic/Collections					
26. Education/Programs					
27. Production/Technical					
28. Development/Special Events					
29. Guest Services	UPDATED 5.23.16				
30. Maintenance					
31. Other					
<b>32. Total Salaries and Fees</b>					

<b>Administration/Operations</b>					
33. Rent					
34. Utilities/Phone/Internet/etcetera					
35. Office Supplies/Equipment Rental					
36. Security/Maintenance					
37. Travel					
38. Insurance					
39. Legal					
40. Bookkeeping service					
41. Audit expense					
42. Interest paid on Operating loans					
43. Other (i.e. consultant)					
a.					
b.					
<b>44. Total Administration/Operations</b>					

<b>Programming &amp; Collections Care</b>					
45. Production & Exhibits Expenses					
46. Educational Expenses					
47. Space/Facility/Equipment Rental					
48. Collection Conservation					
49. Acquisitions					
50. Remaining/Other (specify)					
a.					
b.					
<b>51. Total Programming</b>					

<b>Fundraising/Marketing/Retail</b>					
52. Fundraising Events					
53. Marketing/Advertising					
54. Cost Goods for Sale					
55. Remaining/Other (specify)					
a.					
b.					
<b>56. Total Fundraising/Marketing/Retail</b>					

<b>57. TOTAL OPERATING EXPENSES</b>					
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PART 7 – LIST YOUR PROGRAMS, EXHIBITS, PERFORMANCES IN THE LAST FISCAL YEAR <sup>3</sup>					
#	Date(s)	Event	Facility/Building	Geographic Location	Attendance
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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22					
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25					
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38					
39					
40					

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PART 8 – CAPITAL AND/OR ENDOWMENT CAMPAIGN, AND REAL ESTATE INFORMATION		
Do you have an endowment?	<input type="checkbox"/> Yes – See Attachment K, Part 1	<input type="checkbox"/> No
Do you currently have a quiet or public capital and/or endowment campaign underway?	<input type="checkbox"/> Yes – See Attachment K, Part 2	<input type="checkbox"/> No
Are you planning for a capital or endowment campaign?	<input type="checkbox"/> Yes – See Attachment K, Part 2	<input type="checkbox"/> No
Do you own real estate?	<input type="checkbox"/> Yes – See Attachment K, Part 3	<input type="checkbox"/> No
<i>Note: If you rent space, be sure you have answered all questions related to rent on the financial form (Part 6).</i>		

PART 9 – ITEMIZED DETAIL OF TOTAL COMPENSATION (IN WHATEVER FORM, FROM ALL SOURCES)		
5 HIGHEST COMPENSATED EMPLOYEES		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		
5 HIGHEST COMPENSATED CONSULTANTS		
#	POSITION	TOTAL COMPENSATION AMOUNT
1.		
2.		
3.		
4.		
5.		

## SECTION 2

### ESSAYS

Attach **one** file with responses for all items below. Please do not exceed 500 words per essay per section.

#### I. Organization

1. Describe your organization and how it was established.
2. Articulate your organization's mission and cultural vision.
3. Describe your programs and/or services in the coming year and how they help your organization realize your mission and cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

#### II. Governance and Staffing

1. List committees of the board.
2. List committees of the corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

#### III. Planning

1. Please describe your organization's approach to institutional planning, including the roles of staff and board.
2. Describe your biggest non-financial challenges and your plan to address them.
3. Describe any significant collaboration efforts underway or in the recent past.
4. Describe progress toward implementation of your strategic plan to date.

#### IV. Evaluation

1. Board: Does your governing board perform an annual self-evaluation of the entire board? Of individual trustees? Describe the evaluation process.
2. Staff: Detail your methods or review process for staff.
3. Programs: Does your organization conduct an evaluation of programs, services, and/or other organizational initiatives? Describe your evaluation process.
4. If your organization is evaluated by an accrediting organization, provide date of last completed review cycle and date of next anticipated review cycle. Please include any noteworthy comments. If your organization is not evaluated by an accrediting organization, leave this question blank.

#### V. Population Served/Marketing

1. Describe the audiences and communities served by your organization.
2. Detail efforts being taken to cultivate and broaden your constituency, especially efforts to reach underserved audiences. What is your attendance goal for 2017 and what are your marketing strategies to reach it?

#### VI. Response to Erie County

1. If your organization applied for Erie County Cultural Funding last year, please describe how you addressed any issues or concerns provided to you in the feedback letters sent by the Erie Arts and Cultural Advisory Board. *If you are a first-time applicant, you may leave this question blank.*
2. *Optional*: Feel free to attach any additional written explanation of items in your application that may help the Erie Arts and Cultural Advisory Board to better understand and evaluate your application. (e.g. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)

## SECTION 3

### ATTACHMENTS

*All applicable attachments should be submitted with your application online at [www.erie.gov/culturalfunding](http://www.erie.gov/culturalfunding)*

- A. Balance sheet from your most recently completed fiscal year showing assets and liabilities
- B. FY 2015 Financial Statements (audited or unaudited)
- C. FY 2015 Form 990 (or proof of tax filing)
- D. **2017 Cash Flow FORECAST** organized by month. If your organization has an operating budget of less than \$200,000, you may submit the forecast organized by fiscal quarter.
- E. Conflict of Interest Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*
- F. Whistleblower Policy with date of adoption *(Submit only if updated since June 2014 or if first-time applicant)*
- G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*
- H. Bylaws *(Submit only if updated since June 2014 or if first-time applicant)*
- I. Board Approved Strategic Plan *(Submit only if updated since June 2014 or if first-time applicant)*
- J. Corporation and Foundation Support Detail *(if applicable)*
- K. Capital or Endowment Campaign Details/Budget; Real Estate Ownership or Use of a Publicly Owned Building *(if applicable)*